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THE FIELD OF WORK SIMPLIFICATION
(Discussion Outline)

Techniques have been developed in industry which increase productivity by concentrating on improvement of the operations of the individual worker and the lay-out of a job, without introducing major changes in the type of machinery used or the practices followed.

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Ways of Increasing Efficiency in Farming

- Larger size of business
- Higher rates of production
- Proper balance of enterprises
- Greater use of equipment
- Better work methods

Better work methods.--More and better work done in less time and with less effort by making the best use of the labor, materials and equipment now available.

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Pounds of Produce per Hour of Labor*

| | <u>1914-18</u> | <u>1939-42</u> | <u>Percent increase</u> |
|---------------|----------------|----------------|-----------------------------|
| Potatoes | 73 | 163 | 123 |
| Wheat | 58 | 151 | 160 |
| Corn silage | 330 | 601 | 82 |
| Hay | 300 | 442 | 47 |
| Milk | 43 | 64 | 49 |
| Eggs (number) | 54 | 93 | 72 |

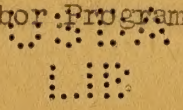
* Source - New York cost account farms

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Work simplification research is the systematic analysis of work methods by which the easiest, most effective and economical way to do a job is searched out, developed, and put into use.

- Discover and describe methods in current use
- Appraise effectiveness of methods found
- Analyze specific operations and processes
- Determine principles for effective performance
- Develop improved work methods
- Establish standards of accomplishment
- Test conclusions under actual farm conditions

Labor Utilization Division
Extension Farm Labor Program - Washington, D. C.



SOME THOUGHTS ON THE SIGNIFICANCE OF WORK SIMPLIFICATION
TO RESEARCH AND EXTENSION WORKERS
(Discussion Outline)

1. Industrial management and farm management have much in common. Principles of organization and operation are sufficiently similar that both groups can benefit from an exchange of ideas. In the past we have stressed the differences. Work simplification is now making us more conscious of the similarities.
2. Motion and time study techniques provide a tool and a method of study which have broad possibilities in agriculture as a means of comparing the effectiveness of different methods; and provide a systematic approach to job description not before used in agriculture.
3. The methods engineer's work develops a healthy questioning attitude toward precedent as a guide to adequate job performance. It places new and proper emphasis upon the importance of the individual as a factor in production.
4. Case studies have not been exploited to their full potential in agriculture, either for research or teaching purposes. Detailed accurate measurement of a few cases provides the basis for projecting findings so that maximum use can be made of the results by persons making current operational decisions.
5. Development of standard time requirements for comparison purposes is extremely useful in self-analysis by the farmer. If, for example, he knows a cow should be milked in an average of 4 minutes, and other similar average times are available to him, he has a means of directly checking on his own accomplishment.
6. Education must be built upon the foundation of what a man knows. In helping a farmer find easier and better ways to do a job you have something practical and tangible that he can understand and use. Interest stimulated through this approach will lead to other management decisions affecting efficiency.
7. Much of what we learn about how to do things is learned through our eyes. The industrial methods engineer has many teaching tools which can be used to advantage in agriculture. These tools should be fully examined and many of them adapted to agricultural teaching.
8. Trying to improve the work of others tends to improve our own. In work simplification studies there has been a healthy overlapping of research and extension. Results go to farmers quickly. Farmer interest stimulates research. Inter-departmental cooperation is encouraged. Ideas are checked between various specialists. All this spells "work improvement" in research and extension methods.

